



**Planning & Development
Department
PRELIMINARY PLATS**
This packet can also be used for Re-Plats



SUBMITTAL FORMS INDEX

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PRELIMINARY PLAT PROCESS

SUBDIVISIONS

A SUBDIVISION, is defined by A.R.S. §32-2101 as improved or unimproved land or lands divided or proposed to be divided for the purpose of sale or lease, whether immediate or future, into six or more lots, parcels or fractional interests. Subdivisions or subdivided lands include a stock cooperative and include lands divided or proposed to be divided as part of a common promotional plan.

This paragraph shall not apply to leasehold offerings of one (1) year or less, or to the division or proposed division of land located in the State of Arizona into lots or parcels each of which is, or will be, thirty-six (36) acres or more in area including to the centerline of dedicated roads or easements, if any, contiguous to the lot or parcel and provided further that this definition shall not be deemed to include the leasing of agricultural lands, or of apartments, offices, stores, hotels, motels, or similar space within an apartment building, industrial building or commercial building, except that condominiums as defined in Title 33, Chapter 9, shall be included in this definition, nor shall this definition include the subdivision into or development of parcels, plots or fractional portions within the boundaries of a cemetery which has been formed and approved pursuant to this chapter.

Any subdivision within the unincorporated area of Maricopa County must be approved by the Board of Supervisors prior to being recorded. Approval of subdivisions occurs in two (2) stages: Preliminary plat and final plat.

PRELIMINARY PLAT PROCEDURES

The following information is provided as a summary to aid in the preparation and submittal of a subdivision plat. Applicants should be completely familiar with the Maricopa County Subdivision Regulations and Administrative Guidelines prior to formal submittal.

PRE-APPLICATION CONFERENCE

It is suggested that the applicant meet with a member of the department's planning staff to become familiar with the regulations and procedures involved with the platting process. The applicant will also be advised of any needed changes in zoning.

APPLICATION

A formal application must be filed with the Planning and Development Department. Details of required application materials are attached.

TECHNICAL ADVISORY COMMITTEE

The preliminary plat is sent out to the appropriate reviewing agencies and a Technical Advisory Committee (TAC) meeting is scheduled. The TAC meeting allows the applicant and reviewing agencies to work out all technical requirements prior to a public meeting. Once the plat has been approved by the various agencies, it is scheduled for a public meeting before the Planning and Zoning Commission.

PLANNING AND ZONING COMMISSION

The Planning and Development Department is responsible for summarizing agency comments, making an analysis of the request and presenting a recommendation to the Planning and Zoning Commission. The preliminary plat is heard in a public forum before the Commission to allow all parties to comment on the proposed plat. The Commission can approve, conditionally approve, or deny the plat based on these recommendations. Approval of the preliminary plat is valid for a period of one (1) year. The Planning Commission may, at the applicant's request and justification, grant time extensions for the approved preliminary plat.

PRELIMINARY PLAT PROJECT

FLOW CHART

Application / Case Assigned
Technical Advisory Committee (TAC)
Post-TAC Review
Reviewing Agency Approval
Case Scheduled for P&Z
P & Z Commission Meeting



Planning & Development Department

PLAT APPLICATION



APPLICATION MUST BE COMPLETED IN FULL

ALL FEES ARE DUE AT TIME OF APPLICATION AND ARE NON-REFUNDABLE

REQUEST:

Preliminary, Final or Re-Plat: _____
Project Name: _____
Description of Request: _____
Number of Lots: _____
Description of Subdivision: _____
Gross Density Per Dwelling Unit: _____
Existing Zoning District: _____
Requested Zone: _____
Related Case Number: _____

PROPERTY INFORMATION:

Address (if known): _____
General Location (include nearest city/town): _____
Gross Acres: _____ Net Acres: _____
Legal Description: Section: _____ Township: _____ Range: _____
Assessor's Parcel Number: _____
Subdivision Name (if applicable): _____

APPLICANT INFORMATION:

Name: _____ Contact: _____
Address: _____
City: _____ State: _____ ZIP: _____
Phone #: _____ FAX #: _____
Email Address: _____

PROPERTY OWNER INFORMATION:

Name: _____ Contact: _____
Address: _____
City: _____ State: _____ ZIP: _____
Phone #: _____ FAX #: _____
Email Address: _____

Applicant's Signature: _____ Date: _____

DEPARTMENT USE ONLY:

Case #: _____ Zoning Map#: _____ Supervisor District: _____
Date of Submittal: _____ TAC Date: _____
Fees: _____ Accepted By: _____



Planning & Development
Department
PLAT
SUPPLEMENTAL INFORMATION



Subdivision Name (Unit #):

Certification of Submittal to Cities/Towns within Three Miles of Subdivision Location

Preliminary/Final Plat Submitted to (Name of City/Town(s):

By (print name of subdivider/representative):

Signature:

Date:

Land Use Statistics:

Gross Size in Acres:

Square Feet:

Net Size in Acres:

(exclude perimeter ROW)

Square Feet:

Category	Area (Acres)	# of Lots/Tracts	Zoning Classifications
Single Family			
Two Family			
Multi Family			
Commercial			
Light Industrial			
Parks/Playgrounds			
Open/Semi-public			
Streets			
Alleys			
Other			
Totals			
Lot Area	Min.	Max.	Avg.
Lot Width	Min.	Max.	Avg.

Lineal Feet of Streets (Alleys):

Service Providers

Water:

Sewer:

Electric

Located in Vicinity of a Public Airport?

Other Comments:

Staff Use Only:

Subdivision Case #:

P&Z/BOS Hearing Date:

Date of Recording:

Book:

Page:



Planning & Development
Department

PROPERTY OWNER AUTHORIZATION



COMPLETE THIS FORM IF THE APPLICANT IS NOT THE PROPERTY OWNER

Date: _____

I hereby authorize: _____ ,

address _____ , to

file this application and to act on my behalf in regard to this request.

Property Owner's Signature: _____

Printed Name: _____

DEPARTMENT USE ONLY

Case Number: _____

Project Name: _____



**Planning & Development
Department
PRELIMINARY PLAT APPLICATION
SUBMITTAL CHECKLIST**



Applications submitted to the Maricopa County Planning & Development Department shall include all of the exhibits and information listed in this checklist. This information is required by the Maricopa County Subdivision Regulations and Administrative Guidelines and/or department staff to adequately review the proposal. **Applications will not be accepted for processing until the following information has been provided.** Additional information and detail may be required after review by the Technical Advisory Committee (TAC).

1. APPLICATION:

- ☐ A. Completed and signed application and supplemental questionnaire (includes verification of submittal to cities within three miles of plat) **(15 copies)**.
- ☐ B. Verification of ownership (recorded official deed or other proof of ownership) **(15 copies)**.
- ☐ C. Signed "Property Owner Authorization" form (if the applicant is not the owner) **(15 copies)**.

2. NARRATIVE REPORT: (Brief explanation of the project. **(15 copies)** – 8 ½" x 11" paper. Underlined wording indicates a section heading.)

- ☐ A. Title Page – include project name, general location, and vicinity map
- ☐ B. Purpose of Request
- ☐ C. Description of Proposal
- ☐ D. Relationship to Surrounding Properties
- ☐ E. Location and Accessibility
- ☐ F. Circulation System (on & off-site) – include proposed improvements or dedications
- ☐ G. Development Schedule (phasing)
- ☐ H. Community Facilities and Services (school district, parks, amenities, etc.)
- ☐ I. Public Utilities and Services (refuse, sewer, water, police, fire, etc.)

Other information that will be helpful in evaluating the request:

- Architectural renderings and themes (descriptions)
- Landscaping renderings and themes (descriptions)
- Sign details and descriptions
- Screening wall/fence details

3. PLAT INFORMATION: Plat must be scale (Engineer's Scale). Provide **15 folded copies** of large-scale plans (not to exceed 24" x 36" in size), and **15 copies** of an 8 ½" x 11" reduction of each page must be submitted with the following information:

- ☐ A. Identification of plat by name, location, and general legal description
- ☐ B. Plat dimensions/boundaries, including reference by dimension and bearing to section and quarter section corners
- ☐ C. Clearly identify boundary of parcel(s) to be subdivided
- ☐ D. Complete legal description
- ☐ E. Date of plat and revision dates
- ☐ F. Vicinity map with location of plat
- ☐ G. North arrow and scale (written and graphic)
- ☐ H. Street names and right-of-way dimensions, existing and proposed
- ☐ I. Name, address, phone, and fax numbers for the Property Owner, Developer/sub divider and Engineer/Surveyor
- ☐ J. Site Summary Table:
 - Size (gross and net) – in both acres and square feet
 - Number of lots



**Planning & Development
Department
PRELIMINARY PLAT APPLICATION
SUBMITTAL CHECKLIST**



- Density
- Zoning district (existing and proposed – if applicable)
- Tax Assessors Parcel Number
- Projected population and number of families
- ____ K. NOTES section, indicating:
 - Project description. Indicate uses and types of units proposed
 - Statement regarding existing contours and proposed grading
 - Statement that all outdoors lighting to conform to M.C.Z.O. Section 1112
 - Statement that streets are to be constructed to minimum County standards
 - Statement regarding maintenance and dedication of streets, tracts, etc.
 - Statement regarding on-site vegetation
- ____ L. Table containing each lot, tract and/or parcel by number, width, area, and use (for tracts)
- ____ M. Table listing all proposed utility services (water, sewage disposal, electric, gas, telephone, cable TV, and refuse collection) and all proposed service providers (police, fire, and school district)
- ____ N. Location of all utilities and recorded/proposed easements
- ____ O. Show the location of all proposed and existing fire hydrants, water supply, storage, and pressures.
- ____ P. Identification of all lots reserved for schools or fire stations
- ____ Q. Name and address of the owner of all adjacent un-subdivided property, along with the respective parcel numbers
- ____ R. Name, book, and page number of all adjacent sub-divisions
- ____ S. Existing and proposed contours (extending 25' beyond perimeter)
- ____ T. Identification of all water and drainage features existing and proposed
- ____ U. Proposed retention/detention facilities
- ____ V. Typical lot layout for interior and street-side lots
- ____ W. If applicable – Identification of a condominium and its characteristics
- ____ X. If applicable – Identification of R.U.P.D or N.U.P.D. characteristics, including a table comparing the zoning district standards to the proposed R.U.P.D or N.U.P.D. standards, and containing the following minimum information (staff may require additional information):
 - ____ i. Average, minimum, and maximum lot size
 - ____ ii. Average area per dwelling
 - ____ iii. Lot width (minimum)
 - ____ iv. Lot coverage (maximum)
 - ____ v. Setbacks (minimum)
 - ____ vi. Building height (maximum)
- ____ Y. Subdivision ('S') Case Number (supplied by staff at time of TAC meeting) and related Zoning Case Number (if applicable).
- ____ Z. Landscape plan including subdivision walls and signage.
- ____ AA. Location of all terrain with greater than 15% slope (shaded).

4. FEES

- | | | |
|---------|---|----------|
| ____ A. | Preliminary Plat (\$30/lot, tract or parcel) (\$250 min/\$22,500 max) | \$ _____ |
| ____ B. | Preliminary Plat Extension: \$500 | \$ _____ |
| ____ C. | Waiver of Standard: \$500 min and \$5,000 max | \$ _____ |
| ____ D. | MCDOT fee: \$100 | \$ _____ |
| ____ E. | Environmental Services Fee (Call Environmental Services) | \$ _____ |
| ____ F. | Drainage Review (Call Drainage Review) | \$ _____ |
| ____ G. | Flood Control (Contact Flood Control District) | \$ _____ |

NOTE: Other non-County agencies, such as Rural Metro Fire Department, may also have review fees. You may contact Rural Metro at (480) 627-6227.

5. DRAINAGE REPORT (5 copies)



Planning & Development
Department
**PRELIMINARY PLAT APPLICATION
SUBMITTAL CHECKLIST**



6. TRAFFIC IMPACT STUDY (if required – contact Transportation for details – 4 copies)

- ☐ A. Category I: If project generates 100-500 trips during peak hours or 100 trips due to traffic problems, adverse impacts, proximity of drives, etc.
- ☐ B. Category II: 500-1,000 trips during peak hours
- ☐ C. Category III: 1,000-1,500 trips during peak hours
- ☐ D. Category IV: 1,500 + trips during peak hours

7. MARICOPA COUNTY AGENCY CONTACTS

Planning and Development (Planning & Zoning Division):	(602) 506-1472
Planning and Development (Plan Review):	(602) 506-7147
Transportation:	(602) 506-8600
Environmental Services:	(602) 506-6666
Flood Control:	(602) 506-1501
Drainage Review:	(602) 506-7149
Rural/Metro Fire Department:	(480) 627-6227



Planning & Development Department 2006 FILING DEADLINES AND HEARING DATES



TECHNICAL ADVISORY COMMITTEE (TAC)		PLANNING & ZONING COMMISSION (P & Z)			BOARD OF SUPERVISORS (BOS)
Application deadlines. TAC meetings are scheduled as cases are submitted and processed. Submittal of an application on or prior to the deadline does not guarantee a spot for the noted TAC meeting.	TAC meetings. After a TAC meeting, corrections and revisions must be resubmitted through One Stop Shop (OSS), typically for a three (3) week review period.	This deadline refers to written sign off being obtained by all County agencies. A submittal must be received <u>at least three (3) weeks prior to this deadline</u> to allow review/sign off. Projects <u>WILL NOT be scheduled for a P&Z hearing without all required sign offs.</u>	This deadline refers to the last day an applicant can provide an Affidavit of Notification and Photographs to the planner. Failure to meet this deadline will likely result in not scheduling a case for a P&Z hearing. <u>Note: not applicable to some applications.</u>	P&Z meeting/hearing dates. Dates in bold indicate meetings of the Maricopa County Zoning, Infrastructure, Policy, Procedure & Ordinance Review Committee (ZIPPOR) where no cases are heard.	BOS meeting/hearing dates. These dates typically follow the preceding P&Z date unless the case is continued or the P&Z does not take action. <u>Owner & MCDOT signed final plat mylars (3 sets) must be received by the planner at least three (3) weeks prior to a BOS date.</u> <u>Note: the planner will obtain Assessor/Treasurer signatures.</u>
Application deadlines	TAC meetings	County Agency sign off deadlines	Affidavit of Notification and Photo deadlines	P&Z Meetings/Hearings	Board of Supervisors Meetings/Hearings
December 5, 2005	January 3, 2006	November 7, 2005	November 22, 2005	December 8, 2005	January 4, 2006
December 19, 2005	January 17, 2006	November 21, 2005	N/A	December 22, 2005	January 18, 2006
January 9, 2006	February 7, 2006	December 5, 2005	December 9, 2005	January 5, 2006	February 1, 2006
January 23, 2006	February 21, 2006	December 19, 2005	December 23, 2005	January 19, 2006	February 15, 2006
February 6, 2006	March 7, 2006	December 30, 2005	January 6, 2006	February 2, 2006	March 1, 2006
February 17, 2006	March 21, 2006	January 13, 2006	N/A	February 16, 2006	March 15, 2006
March 6, 2006	April 4, 2006	January 30, 2006	February 3, 2006	March 2, 2006	April 5, 2006
March 20, 2006	April 18, 2006	February 13, 2006	February 17, 2006	March 16, 2006	April 19, 2006
April 3, 2006	May 2, 2006	March 6, 2006	March 10, 2006	April 6, 2006	May 3, 2006
April 17, 2006	May 16, 2006	March 20, 2006	N/A	April 20, 2006	May 17, 2006
May 8, 2006	June 6, 2006	April 3, 2006	April 7, 2006	May 4, 2006	June 7, 2006
May 22, 2006	June 20, 2006	April 17, 2006	April 21, 2006	May 18, 2006	June 21, 2006
June 19, 2006	July 18, 2006	May 8, 2006	May 12, 2006	June 8, 2006	July 12, 2006
July 3, 2006	August 1, 2006	May 22, 2006	N/A	June 22, 2006	July 26, 2006
July 17, 2006	August 15, 2006	June 5, 2006	June 9, 2006	July 13, 2006	August 16, 2006
August 7, 2006	September 5, 2006	June 19, 2006	June 23, 2006	July 27, 2006	September 6, 2006
August 21, 2006	September 19, 2006	July 3, 2006	July 7, 2006	August 3, 2006	September 6, 2006
September 1, 2006	October 3, 2006	July 17, 2006	N/A	August 17, 2006	September 20, 2006
September 18, 2006	October 17, 2006	August 7, 2006	August 11, 2006	September 7, 2006	October 4, 2006
October 6, 2006	November 7, 2006	August 21, 2006	August 25, 2006	September 21, 2006	October 18, 2006
October 23, 2006	November 21, 2006	September 1, 2006	September 8, 2006	October 5, 2006	November 1, 2006
November 6, 2006	December 5, 2006	September 18, 2006	N/A	October 19, 2006	November 15, 2006
November 20, 2006	December 19, 2006	October 2, 2006	October 6, 2006	November 2, 2006	December 6, 2006
December 4, 2006	January 2, 2007	October 16, 2006	October 20, 2006	November 16, 2006	December 20, 2006
December 18, 2006	January 16, 2007	November 6, 2006	November 9, 2006	December 7, 2006	January 3, 2007 (tentative)
January 8, 2007	February 6, 2007	November 20, 2006	N/A	December 21, 2006	January 17, 2007 (tentative)



Planning & Development Department

DRAINAGE REVIEW REQUIREMENTS FOR PRELIMINARY PLAT



A drainage plan and report needs to accompany a preliminary plat submittal. The drainage plan/report needs to be signed and sealed by an Arizona Registered Professional Civil Engineer and should address the following:

1. **Offsite Hydrology** – Need to determine the quantity, the entrance and exit points, and how the flow is to be routed through the site.
2. **Onsite Hydrology** – Need to show how the flows are to be routed to retention basins.
3. **Onsite Retention** – Need to retain water for the 100-year, 2-hour storm for the developed site. Determine volume needed and the size and location of the basins.
4. **Contours** – Need to show natural and proposed contours or spot elevations on the plans.
5. **Layout** – Need to show drainage tracts, easements, building envelopes, and typical lot drainage.
6. **Floodplains** – Need to show the delineated floodplain boundaries if the site is within a Federal Emergency Management Agency's (FEMA) special flood hazard area. Will also need to apply for a Floodplain Use Permit. Delineate all floodplains (non-FEMA) of 50 cfs or greater. All Floodplain delineations must be shown on the preliminary plat.
7. **Erosion Setbacks** – For washes and other watercourse channels an erosion setback will need to be determined, which meets Arizona State Standard 5-96.
8. **Fill out the following Table:**

Miles/Acres of Protected Natural Watercourse ¹		
Miles of Improved Watercourse or Storm Drain ²		
Acres of Retention or Detention Areas ³		

¹ Miles/Acres of watercourse that are preserved in a natural state by Open Space

² Miles of watercourse that is altered by bank stabilization, channelization, storm drain installation, or grading. Curb and gutter does not qualify as watercourse.

³ Acres of Retention/Detention to be constructed as drainage infrastructure.

Since complex drainage systems may require more detailed information, a meeting should be arranged with personnel from Drainage Review.

FEE: \$1,000.00 + \$100.00/acre maximum \$15,000.00



DEPARTMENT OF TRANSPORTATION

PRELIMINARY PLAT REQUIREMENTS



Subdivision Name:		File No.:
Engineer:		Date Received:
1.	Proposed name; location by section, township, and range; small-scale vicinity map; referenced by dimension and bearing to section corners and/or quarter section corners; and subdivision boundary clearly identified.	
2.	Name, address, and phone of landowner and subdivider.	
3.	Name, address, phone, and registration number of engineer or surveyor.	
4.	North point, scale, date of preparation and date of revisions.	
5.	Name, book, and page number of adjacent subdivisions and names of owners of adjoining parcels of land that is not subdivided.	
6.	Existing and proposed contours; location and elevation of benchmark; 2 feet contours up to 5% grade; 5 feet, 5% to 10%; 10 feet, over 10%.	
7.	Location by survey of streams, washes, etc. and drainage study.	
8.	Adequate easement along stream or drainage course.	
9.	Location width and name of all existing platted streets adjacent to or within tract, existing buildings, rights-of-way, section lines, corporation lines, and school district boundaries.	
10.	Existing sewers, water mains, culverts or underground structures within and adjacent to tract with pipe sizes, grades, and locations, if sewer or water mains are not immediately adjacent, direction and distance to nearest usable utility must be given.	
11.	Location, width and names of proposed streets, alleys, drainage ways and easements. Include irrigation easements, if applicable.	
12.	Lot layout; minimum building setback line; lot number; and approximate dimensions and areas of proposed lots; non-access easements on lots adjacent to major streets.	
13.	Designation of all land to be dedicated, provided or reserved for public use, with use indicated.	
14.	Reference by note of proposed electric, gas or telephone service and whether or not such service is underground.	
15.	Proposed multi-family, commercial or industrial use areas designated with existing zoning, present district boundary lines and status of any pending zoning changes.	
16.	Statement as to the type of proposed sewage facilities.	
17.	Statement as to the type of proposed water supply facilities.	
18.	Proposed fire hydrant locations.	
19.	Paved access provided.	
20.	A statement as to standards and specifications whereby improvements are to be constructed.	
21.	Sight triangle at intersection of residential streets; intersection sight distance at roads classified as collector or arterial.	